

~~SECRET~~

CENTRAL INTELLIGENCE GROUP

Personnel and Administration Branch

Personnel Division

Transactions & Records
Section

The Transactions and Records Section certifies and maintains required personnel records and documents of all employees, including the processing and documentation thereof; prepares reports regarding employees as required; coordinates the various administrative activities required for the processing of personnel for foreign assignment; in an advisory capacity to the various Branch or Section Chiefs applies current Civil Service Rules and Regulations and procedures.

Personal Services

	<u>Positions</u>	<u>Manyears</u>	<u>Amount</u>
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Approved For Release 2001/03/03 : CIA-RDP79-00261A000100030034-2

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